

EDITED KSA LISTING

CLASS: LEGAL ASSISTANT

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
1.	Working knowledge of legal concepts, terminology, principles, and procedures in order to assist and support departmental attorneys in representing the department
2.	General knowledge of legal reference material to conduct legal research including computer databases (i.e. internet, Westlaw, etc.) and library resources
3.	Working knowledge of paralegal duties such as preparing common types of legal and other documents (i.e. pleadings, correspondence, and legal memoranda) to effectively interact with and understand the requests of the departmental attorney

	Skills to:
S1	Logically and accurately evaluate situations in order to assist departmental attorneys in determining an effective course of action
S2	Communicate effectively both in writing and verbally in order to assist departmental attorneys, staff, and the public with all inquiries
S3	Review legal documents and create reports which set forth statements of fact, application of relevant law and conclusions, in order to assist departmental attorneys with determining an effective course of action, and case management
S4	Read and understand statutes, regulations, court decisions, proposed legislation, legal reference materials, legal documents, and other similar materials, in order to research and evaluate legal principles and procedures
S5	Work cooperatively with attorneys, departmental employees, and the general public to address all issues
S6	Utilize standard office technology such as MicroSoft Office, Outlook and case management databases (i.e., Abacus, Amicus, etc.) to complete assignments
S7	Prepare drafts of legal documents (i.e., pleadings, discovery, subpoenas) and review for content, citations, formatting, page limitations, etc. to assist departmental attorneys with their assigned cases